

Position Detail (SA-001)

Description: Position availability, vacancy status, and position holder information. Provides the ability to audit position and employee coding. Includes an additional view of position detail by Organizational Unit Hierarchy.

- **Universe** WWA EDW Staffing Assignment.unx
- **Required filter prompt** Calendar Year Month
- **Position Detail (default)** Position availability, vacancy status, and position holder information.
- **Position Detail – Org Hierarchy** Position availability, vacancy status, and position holder information by Organizational Unit Hierarchy.

The standard report is located in the Washington Workforce Analytics Reports – Web Intelligence > Staffing Assignment Folder.

The screenshot shows the Office of Financial Management Web Intelligence interface. The left pane displays a tree view of folders under 'Washington Workforce Analytics Reports - Web Intelligence'. The 'Staffing Assignments' folder is selected. The main pane shows a table with the following data:

Title	Type	Last Run
Financials	Folder	
Grievance	Folder	
Headcount and Personnel Actions	Folder	
Payroll	Folder	
Quota	Folder	
Staffing Assignments	Folder	
UDT-001 - WWA Load Status	Web Intelligence	Jun 21, 2019 7:53 AM

A callout box points to the 'Staffing Assignments' folder with the text: 'There is one standard report in the Staffing Assignments folder:'

Title
SA-001 - Position Detail

Total: 7 items

Prompts

Prompt values restrict the data pulled from the Enterprise Data Warehouse.

Required Prompts must include value(s) for Calendar Year Month.

Optional Prompts

- | | | |
|----------------------------|--------------------------------|----------------------------------|
| ▪ Business Area (POS) | ▪ Organizational Abbr | ▪ Position Abbr |
| ▪ Business Area Code (POS) | ▪ Organizational Unit Code | ▪ Position Code |
| ▪ Employee Group (POS) | ▪ Personnel Area (POS) | ▪ Vacancy Indicator |
| ▪ Employee Subgroup (POS) | ▪ Personnel Area Code (POS) | ▪ Work Contract (Appt Status) |
| ▪ Job (POS) | ▪ Personnel Subarea (POS) | ▪ Workforce Indicator (POS) |
| ▪ Job Class Abbr (POS) | ▪ Personnel Subarea Code (POS) | ▪ Workforce Indicator Code (POS) |
| ▪ Job Code (POS) | ▪ Position | |

Query Results

Sample View – Position Detail

Business Area Code (POS)	Business Area (POS)	Personnel Area Code (POS)	Personnel Area (POS)	Personnel Subarea Code (POS)	Personnel Subarea (POS)	Organizational Abbr	Organizational Unit Code	Organizational Unit	Position Abbr	Position Code	Position	Job Class Abbr (POS)	Job Code (POS)
1050	Office of Financial Management	1050	Office of Financial Mgmt	0001	Non Represented	017	31008160	C&C METRICS/INITIATIVES	8007	71026756	HR ENTERPRISE SYSTEMS MANAGER	OFM013	51000737
1050	Office of Financial Management	1050	Office of Financial Mgmt	0001	Non Represented	017	31008160	C&C METRICS/INITIATIVES	8047	71032282	CLASS & COMP METRICS/INITIATIVES MANAGER	OFM011	51000735
1050	Office of Financial Management	1050	Office of Financial Mgmt	0001	Non Represented	017	31008160	C&C METRICS/INITIATIVES	8069	71042639	HR ENTERPRISE SYSTEMS MANAGER	OFM013	51000737
1050	Office of Financial Management	1050	Office of Financial Mgmt	0001	Non Represented	017	31008160	C&C METRICS/INITIATIVES	8070	71042640	HR ANALYTICS SPECIALIST	OFM013	51000737
1050	Office of Financial Management	1050	Office of Financial Mgmt	0001	Non Represented	017	31008160	C&C METRICS/INITIATIVES	8071	71042641	HR ANALYTICS SPECIALIST	OFM013	51000737
1050	Office of Financial Management	1050	Office of Financial Mgmt	0001	Non Represented	017	31008160	C&C METRICS/INITIATIVES	8077	71048003	COMPENSATION POLICY WORK STUDY INTERN	EX610	50003732

Job (POS)	Employee Group (POS)	Employee Subgroup (POS)	Vacancy Indicator	Personnel Number	Name - Full	Personnel Subarea Code (EE)	Personnel Subarea (EE)	Employee Group (EE)	Work Contract	Seniority Date
OFM PROG CONSULTANT/ANALYST	Civil Service Exempt	Monthly(M) OT Exempt		1		0001	Non Represented	Civil Service Exempt	Exempt	02/23/2006
OFM MANAGER	Civil Service Exempt	Monthly(M) OT Exempt		2		0001	Non Represented	Civil Service Exempt	Exempt	08/05/1991
OFM PROG CONSULTANT/ANALYST	Civil Service Exempt	Monthly(M) OT Exempt		2		0001	Non Represented	Civil Service Exempt	Exempt	06/09/2004
OFM PROG CONSULTANT/ANALYST	Civil Service Exempt	Monthly(M) OT Exempt		3		0001	Non Represented	Civil Service Exempt	Exempt	06/13/2005
OFM PROG CONSULTANT/ANALYST	Civil Service Exempt	Monthly(M) OT Exempt		3		0001	Non Represented	Civil Service Exempt	Exempt	08/16/2004
WORK STUDY STUD	Civil Service Exempt	H-OT Elig>40hrs/wk	X							

Default Data Fields

These fields are included in the standard report by default. Adding or removing default data fields [will/will not] impact the calculated results.

Position Detail

- Business Area Code (POS)
- Business Area (POS)
- Personnel Area Code (POS)
- Personnel Area (POS)
- Personnel Subarea Code (POS)
- Personnel Subarea (POS)
- Organizational Abbr
- Organizational Unit Code
- Organizational Unit
- Position Abbr
- Position Code
- Position
- Job Class Abbr (POS)
- Job Code (POS)
- Job (POS)
- Employee Group (POS)
- Employee (POS)
- Vacancy Indicator
- Personnel Number
- Name – Full
- Personnel Subarea Code (EE)
- Personnel Subarea (EE)
- Employee Group (EE)
- Work Contract
- Seniority Date

Position Detail – Org Hierarchy

- Organizational Unit L1
- Organizational Unit L2
- Organizational Unit L3
- Organizational Unit L4
- Organizational Unit L5
- Organizational Unit L6
- Organizational Unit L7
- Organizational Unit L8
- Organizational Unit L9
- Organizational Unit L10
- Organizational Unit L11
- Organizational Unit L12
- Organizational Unit L13
- Organizational Unit L14
- Organizational Unit L15
- Organizational Unit L16
- Organizational Unit L17
- Organizational Unit L18
- Organizational Unit L19
- Organizational Unit L20
- Business Area Code (POS)
- Business Area (POS)
- Personnel Area Code (POS)
- Personnel Area (POS)
- Personnel Subarea Code (POS)
- Personnel Subarea (POS)
- Organizational Abbr
- Organizational Unit Code
- Organizational Unit
- Position Abbr
- Position Code
- Position
- Job Class Abbr (POS)
- Job Code (POS)
- Job (POS)
- Employee Group (POS)
- Employee (POS)
- Vacancy Indicator
- Personnel Number
- Name – Full
- Personnel Subarea Code (EE)
- Personnel Subarea (EE)
- Employee Group (EE)
- Work Contract
- Seniority Date

Additional Fields

These additional fields may be added to the standard report for detail and analysis. Adding or removing additional data fields will impact the results.

- | | | |
|-------------------------------|---------------------------|--|
| ▪ Assignment Pay Indicator | ▪ Organizational Unit L1 | ▪ Pay Type Code (POS) |
| ▪ Business Area (POS) | ▪ Organizational Unit L10 | ▪ Personnel Area (POS) |
| ▪ Business Area Code (POS) | ▪ Organizational Unit L11 | ▪ Personnel Area Code (POS) |
| ▪ Cap Utilization Level | ▪ Organizational Unit L12 | ▪ Personnel Number |
| ▪ Contract Type | ▪ Organizational Unit L13 | ▪ Personnel Subarea (EE) |
| ▪ Date – Agency Hire | ▪ Organizational Unit L14 | ▪ Personnel Subarea (POS) |
| ▪ Date – Anniversary | ▪ Organizational Unit L15 | ▪ Personnel Subarea Code (EE) |
| ▪ Date – Appointment | ▪ Organizational Unit L16 | ▪ Personnel Subarea Code (POS) |
| ▪ Date – Seniority | ▪ Organizational Unit L17 | ▪ Position |
| ▪ Dual Lang Indicator (POS) | ▪ Organizational Unit L18 | ▪ Position Abbr |
| ▪ Duty Station County | ▪ Organizational Unit L19 | ▪ Position Code |
| ▪ Duty Station County Code | ▪ Organizational Unit L2 | ▪ Position General Description |
| ▪ Employee Group (EE) | ▪ Organizational Unit L20 | ▪ Position In Training Description |
| ▪ Employee Group (POS) | ▪ Organizational Unit L3 | ▪ Position Percentage |
| ▪ Employee Subgroup (EE) | ▪ Organizational Unit L4 | ▪ Primary Inclusion Criteria |
| ▪ Employee Subgroup (POS) | ▪ Organizational Unit L5 | ▪ Primary Inclusion Criteria Abbr |
| ▪ Employment Percent | ▪ Organizational Unit L6 | ▪ Primary Inclusion Criteria Code |
| ▪ Job (POS) | ▪ Organizational Unit L7 | ▪ Retirement Eligible Position Indicator |
| ▪ Job Class Abbr (POS) | ▪ Organizational Unit L8 | ▪ Secondary Inclusion Criteria |
| ▪ Job Code (POS) | ▪ Organizational Unit L9 | ▪ Secondary Inclusion Criteria Abbr |
| ▪ JVAC Points | ▪ Part Time Indicator | ▪ Secondary Inclusion Criteria Code |
| ▪ JVAC Points Abbr | ▪ Pay Adjust Reason | ▪ Supervisor Name |
| ▪ JVAC Points Code | ▪ Pay Area (EE) | ▪ Supervisor Personnel Number |
| ▪ JVAC Points Old | ▪ Pay Area (POS) | ▪ Supervisor Position |
| ▪ Management Type | ▪ Pay Area Code (EE) | ▪ Supervisor Position Code |
| ▪ Market Segment | ▪ Pay Area Code (POS) | ▪ Vacancy Indicator |
| ▪ Market Segment Code | ▪ Pay Group (EE) | ▪ Work Contract |
| ▪ Name – Full | ▪ Pay Group (POS) | ▪ Workforce Indicator (POS) |
| ▪ Next Increase Override Date | ▪ Pay Level (EE) | ▪ Workforce Indicator Code (POS) |
| ▪ Organizational Key | ▪ Pay Type (EE) | |
| ▪ Organizational Unit | ▪ Pay Type (POS) | |
| ▪ Organizational Unit Code | ▪ Pay Type Code (EE) | |

Measures

This query contains no measures.

Restrictions and Variables

Restrictions and formulas built into the report create standardized results across the enterprise.

Restrictions

There are no pre-defined filter restrictions in this query.

Variables

The following variables are included in the report:

Variable	Formula
BackColor	= "True"
Date – Agency Hire	= If Not(IsNull([POSITION_DETAIL].[Date - Agency Hire])) Then (Substr([POSITION_DETAIL].[Date - Agency Hire];6;2) + "/" + Right([POSITION_DETAIL].[Date - Agency Hire];2) + "/" + Left([POSITION_DETAIL].[Date - Agency Hire];4)) Else ""
Date – Anniversary	= If Not(IsNull([POSITION_DETAIL].[Date - Anniversary])) Then (Substr([POSITION_DETAIL].[Date - Anniversary];6;2) + "/" + Right([POSITION_DETAIL].[Date - Anniversary];2) + "/" + Left([POSITION_DETAIL].[Date - Anniversary];4)) Else ""
Date – Appointment	= If Not(IsNull([POSITION_DETAIL].[Date - Appointment])) Then (Substr([POSITION_DETAIL].[Date - Appointment];6;2) + "/" + Right([POSITION_DETAIL].[Date - Appointment];2) + "/" + Left([POSITION_DETAIL].[Date - Appointment];4)) Else ""
DateRun	= "Date Run: " + FormatDate(LastExecutionDate();"Mmm, dd, yyyy hh:mm a")
Date – Seniority	= If Not(IsNull([POSITION_DETAIL].[Date - Seniority])) Then (Substr([POSITION_DETAIL].[Date - Seniority];6;2) + "/" + Right([POSITION_DETAIL].[Date - Seniority];2) + "/" + Left([POSITION_DETAIL].[Date - Seniority];4)) Else ""
EmptyValue	= ""
ReportDescription1	= "Description: Position availability, vacancy status, and position holder information."
ReportDescription2	= "Description: Position availability, vacancy status, and position holder information by Organizational Unit Hierarchy."
ReportName1	= "Position Detail"
ReportName2	= "Position Detail with Org Hierarchy"
ReportNote	= ""
ReportNumber	= "Report Number: SA-001"

Things to Know

Employee Dimension

The Employee Dimension in the Staffing Assignments universe does not contain the following fields:

- Job (EE)
- Job Code (EE)
- Job Group Abbr (EE)
- Job Class Abbr (EE)
- Job Group (EE)
- Job Group Code (EE)

To compare a position's job and an employee's job, you can merge relevant objects with the Headcount and Personnel Actions universe and create variables for those fields not present in both universes. Reference [Multiple Queries with Merged Dimensions](#) for more information.

Organizational Unit Level Hierarchy and Org Unit Relationships

Organizational Unit Levels in the org unit hierarchy will only show in the results for organizational units with active position relationships. Organizational units in HRMS that do not have any active positions will be left out of the report.

Organizational Unit fields for positions which do not have an active *A 003 Belongs To...* relationships will be blank.